Categories

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Categories

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Information on this page relates to features that are available in the Enhancement Teacher Tools (ETT) Release Line. These features will be generally available with the 1126 Release Pack (June 2011).

Overview

A Category is a collection of assignments that count toward a grading task or standard. The Categories screen first displays a summary of all the categories set up for the sections taught by the teacher based on the course selected in the Campus toolbar. Clicking a link in the Category column displays a detailed view of the category and allows users to edit the category.

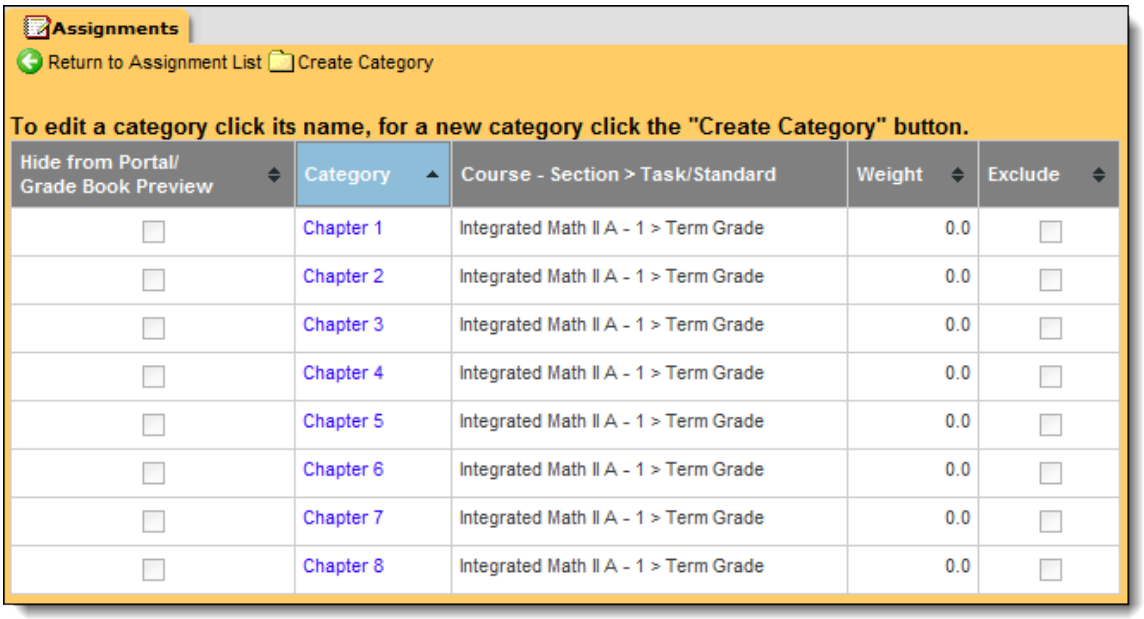

Image 1: Category Editor

Category Column Descriptions

Column	Description
Hide from Portal/Grade Book Preview	This column indicates whether the category is hidden from the Portal and Grade Book (ETT) Preview.
Category	This column displays the category name. Clicking the category name displays the Category Detail editor.
Course - Section > Task/Standard	This column displays the Course, Section, and Task or Standard to which the category is aligned.
Weight	This column displays the weighting used on the category. Weighting on categories allows a percentage to be set on assignments attached to the category. All of the categories count toward a term grade. For example, tests may be 40%, projects 40% and homework 20%.
Exclude	This column displays whether the category is excluded from the grade calculation.

Category Detail Editor

The Category Detail editor displays when the user clicks the **New Category** button or selects an existing Category name on the Category Editor. The Category Detail editor allows users to define parameters for the category.

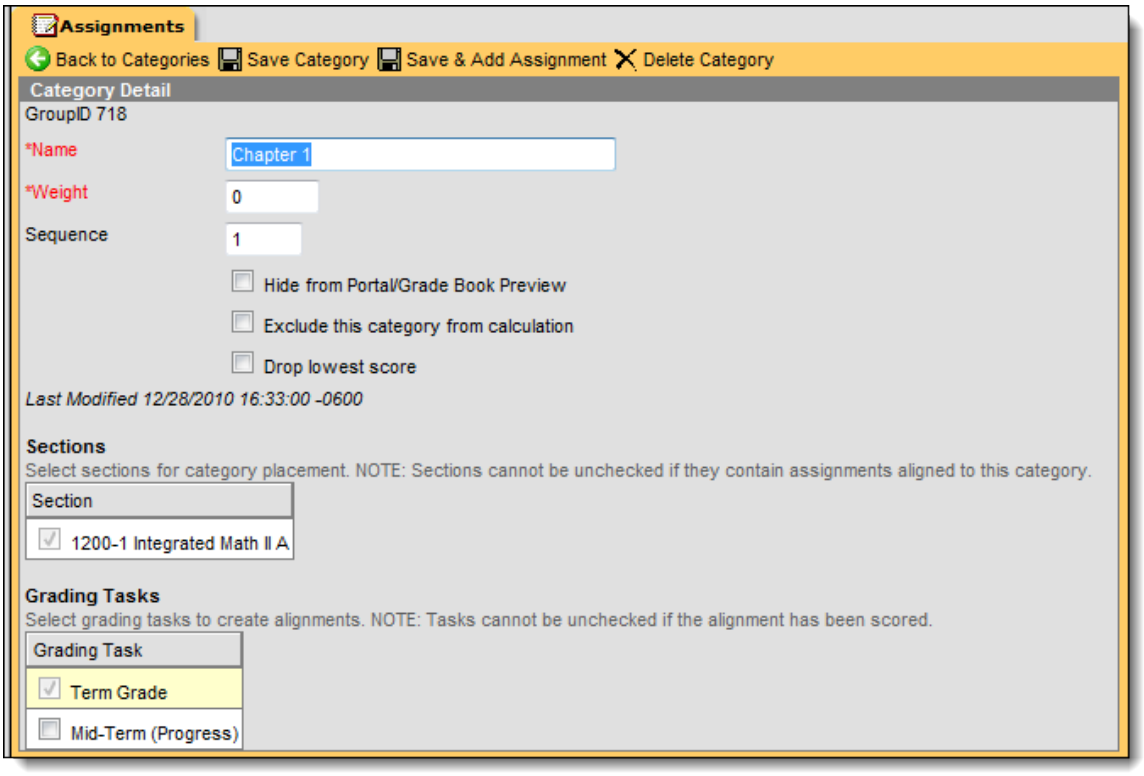

Image 2: Category Detail Editor

Category Detail Editor Column Descriptions

Field	Description
Name	The category name that displays in the Assignments Tool and in the Grade Book (ETT).
Weight	The weighting used on this category. If this is an unweighted category, type 0 in this field.
Sequence	The Sequence is used to order categories if there are multiple categories. Type the sequence number in which this category should display.
Hide from Portal/Grade Book Preview	Selecting this checkbox hides the category from the Portal and Grade Book (ETT) Preview.
Exclude this category from calculation	Selecting this checkbox excludes this category from the grade calculation.
Drop lowest score	Selecting this checkbox automatically excludes the lowest score (by percentage) in the category from the grade calculation. As scores are entered, the dropped score may change if lower scores are entered.
Sections	This area of the editor displays all of the active sections of this course to which the teacher is assigned. The category may be placed in multiple sections. The checkbox cannot be cleared for a previously selected section if the section has assignment scores aligned to it.
Grading Tasks	This area of the editor displays the grading tasks for this course. The category may be aligned to multiple grading tasks. The checkbox cannot be cleared for a previously selected grading task if the grading task has assignment scores aligned to it.

Creating a New Category

1. Select the **Create Category** button.
   Result
   The **Category Detail** editor appears.
2. Type a descriptive name for the Category in the **Name** field.
3. Enter a weight for this group in the **Weight** field. No decimal or percentage is needed.
4. Enter the order in which the category should appear in the **Sequence** field.
5. Select the checkboxes to activate the following optional choices:
   - Hide from Portal/Grade Book Preview
   - Exclude this category from calculation
   - Drop lowest score

   > This step is optional. For more information about these choices, see the Category Detail Editor Column Descriptions.

6. Select the Sections in which to place the category.
7. Select the Grading Tasks to which the category should be aligned.
8. Select the **Save Category** button to return to the Assignments editor or select the **Save and Add Assignment** button to save the category and Add Assignments.